



COEUR D'ALENE TRIBE

850 A STREET

P.O. BOX 408

PLUMMER, IDAHO 83851

(208) 686-1800 • Fax (208) 686-1182

Application and Use Agreement Coeur d' Alene Tribal Longhouse

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

Tribal Program: ☐ Personal Use: ☐ Funeral Use: ☐ Other: ☐

All Personal usage other than Funeral usage will be charged a \$75.00 refundable cleaning deposit due when keys are picked up.

Date of Use: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nature of Activity: \_\_\_\_\_

**PLEASE NOTE THE FOLLOWING**

1. Deposit and payment to be presented with use agreement.
2. Applicant and or Tribal Programs will be responsible for any damage occurring during hours of use.
3. There will be no alcoholic beverages on the premises.
4. No Smoking inside the building
5. Facilities and equipment used must be cleaned and left in same conditions as found or usage privileges (For Applicant and or Activity) will be suspended for the period of not less than six months.
6. Cancellation of reservation must be made 24 hours in advance.
7. We reserve the right to refuse admittance of any person(s) or group(s).
8. Tribal Council will not tolerate duplication of keys.

Signature: \_\_\_\_\_

Keys returned: \_\_\_\_/\_\_\_\_/\_\_\_\_

Building left in what condition? \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date Inspected: \_\_\_\_/\_\_\_\_/\_\_\_\_

## COEUR D' ALENE TRIBAL LONGHOUSE RULES & REGULATIONS

1. APPLICANTS WHO FAIL TO COMPLY WITH USE AGREEMENT WILL BE SUBJECT TO SUSPENSION OF USAGE PRIVILEGES AND FORFEIT THE \$75.00 CLEANING DEPOSIT.
2. TRIBAL PROGRAMS WILL BE RESPONSIBLE FOR CLEANING THE SAME AS OTHERS. RESPONSIBLE PARTIES WILL NEED TO CLEAN THE KITCHEN AREA AND AUDITORIUM AFTER FUNERALS.
3. THE TRIBAL FACILITIES OFFICE WILL DO SCHEDULING FOR THE WORLEY LONGHOUSE.
4. APPLICANT AND OR TRIBAL PROGRAMS WILL BE RESPONSIBLE FOR ANY DAMAGE OR THEFT OCCURRING DURING HOURS OF USE.
5. CLEANUP AND GARBAGE IS TO BE DONE EVERY DAY OF THE USAGE.
6. SWEEP AND MOP KITCHEN, VACUUM AUDITORIUM, ETC.
7. CLEANUP ENTIRE KITCHEN:
  - a. WASH ALL POTS, PANS, COFFEE MAKERS AND UTENSILS.
  - b. CLEAN OUT REFRIGERATOR- DO NOT LEAVE ANY FOOD.
  - c. WASH OFF ALL COUNTERS AND TABLES.
  - d. CLEAN STOVES, GRILLS, UNDER BURNERS, DEEP FRYERS AND OVENS.
8. CLEAN AND SANITIZE BATHROOMS TOILETS, URINALS AND SINKS.
9. CLEAN UP OUTSIDE AREA OF ALL TRASH AND SHAKE OUT RUGS AND DOOR MATS.
10. TAKE OUT TRASH AND REPLACE ALL GARBAGE LINERS.
11. TAKE ALL GARBAGE TO DUMPSTERS; DO NOT LEAVE ANY GARBAGE ON PORCH OR TRASH CANS.
12. COEUR D' ALENE TRIBAL FACILITIES STAFF WILL CHECK AND INSPECT BUILDING AFTER COMPLETION (BEFORE DEPOSIT IS REFUNDED)
13. TURN OFF ALL LIGHTS AND MAKE SURE ALL EXTERIOR DOORS ARE LOCKED.
14. **PLEASE** NO ALCOHOL CONSUMPTION IN OR AROUND THE LONGHOUSE. AND NO SMOKING INSIDE THE BUILDING.

**COEUR D' ALENE TRIBAL LONGHOUSE  
APPLICATION USE AGREEMENT**

**KITCHEN**

- \_\_\_\_\_ Clean stovetops, grease trays, wipe ovens.
- \_\_\_\_\_ Remove all food from refrigerator & freezer then damp wipe.
- \_\_\_\_\_ Wash off counter tops and remove all items.
- \_\_\_\_\_ Sweep and mop floor.
- \_\_\_\_\_ Make sure ovens; burners, etc are all turned off.
- \_\_\_\_\_ Empty grease/oil out of the fryer and clean.

**RESTROOMS**

- \_\_\_\_\_ Clean toilets and urinals, wipe toilet bowls, sweep and mop floor, clean counters, mirrors, sinks and door handles.
- \_\_\_\_\_ Showers, damp wipe walls, sweep and mop floors.

**AUDITORIUM**

- \_\_\_\_\_ Sweep and mop floors where needed vacuum all carpets.
- \_\_\_\_\_ Damp wipe tables and chairs then replace in storage racks in chair room.
- \_\_\_\_\_ Gather garbage from Kitchen, rest rooms, hallway, auditorium, then put in outside trashcans. Replace all garbage can liners.

**DOORS**

- \_\_\_\_\_ Make sure the doors are securely shut and locked, front, rear and side.

**P.A. SYSTEM**

- \_\_\_\_\_ Do not adjust the P.A. system. Turn off power, upon leaving building.

**KEYS**

- \_\_\_\_\_ KEYS ARE TO BE RETURNED TO THE FACILITIES OFFICE BY THE OPEN OF THE NEXT BUSINESS DAY AFTER THE END OF THE FUNCTION. TRIBAL OFFICE HOURS ARE Mon. - Fri. 8:00am-4:30pm.

A Tribal Facilities staff member will inspect the facility BEFORE any deposit is refunded. Refund amount will be based on the condition of the facility at time of inspection so be sure you clean before you return the keys.

WE TAKE PRIDE IN OUR TRIBAL LONGHOUSE SO PLEASE HELP US KEEP IT LOOKING NICE FOR THE NEXT GROUP THAT USES THE LONGHOUSE.